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**Multi-Educational Programme for Employment  
Promotion in Migration-Affected Areas  
CONTRIBUTION AGREEMENT  
NO. T05-EUTF-NOA-EG-01-06**



**PROFESSIONAL VACANCY ANNOUNCEMENT NO. 08/EG/2021**

**PROFILE:**

LOCAL Secretary/Clerk

**GENERAL INFORMATION:**

Title	Reference: Ref. No. T05-EUTF-NOA-EG-01-06 (T05.255) <i>MEPEP - Multi-Educational Programme for Employment Promotion in Migration-Affected Areas</i>
Zone benefiting from the Programme	Egypt The Programme will take place in Sharkeya Governorate, in the 10 <sup>th</sup> of Ramadan City and Industrial Zone
Total costs	Total estimated cost: 6.000.000 EUR Total amount drawn from the Trust Fund 6.000.000 EUR
Method of implementation	Indirect management - Contribution agreement Italian Agency for Development and Cooperation (AICS)

**APPLICABLE REGULATIONS:**

Law. of 11 August 2014 n.125, entitled “*Disciplina generale sulla cooperazione internazionale per lo sviluppo*”.

The decree of the Italian Ministry of Foreign Affairs (MAECI) of 22 July 2015 n. 113 “*Regolamento recante - Statuto dell’Agenzia italiana per la Cooperazione allo Sviluppo*” with specific reference to Section III, Article 11, Paragraph 1, letter c)

Resolution of the Joint Committee of 19 November 2019 n. 101 “*Criteri e modalità per la selezione di personale non appartenente alla Pubblica Amministrazione da assumere con contratto di diritto privato a tempo determinato disciplinato dal diritto locale di cui all’articolo 11 comma 1 lettera c) dello Statuto AICS*”.

The **AICS Cairo Office** intends to recruit a **Secretary/Clerk** of the Programme Management Unit responsible for the implementation of the Italian component of the Programme.

**PROGRAMME BACKGROUND:**

The Multi-Educational Programme for Employment Promotion in Migration-affected Areas (MEPEP) falls under the scope of the “Enhancing the Response to Migration Challenges in Egypt Programme (ERMCE, Ref. T05-EUTF-NOA-EG-01) which is funded by the European Union Emergency Trust Fund for stability and addressing the root causes of irregular migration and displaced persons in Africa (i.e. “Trust Fund” or “EUTF”, Egypt 2017)<sup>1</sup>.

The MEPEP (hereafter called “action”) is aligned to the Operational framework of the EU TF North Africa Window (EUTF NAW), namely to its Priority Action 4 (i.e. “tackling the drivers of irregular migration”) and its Strategic Objective 4 (i.e. “to foster more inclusive social and economic environment and stability in the region”).

<sup>1</sup> [https://ec.europa.eu/europeaid/eu-emergency-trust-fund-strategic-orientation-document\\_en](https://ec.europa.eu/europeaid/eu-emergency-trust-fund-strategic-orientation-document_en). The EU TF contributes to funding the Valletta Action Plan (cf. Valletta Summit Action Plan, 2015).



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It is linked to the Specific Objective 2 of the ERMCE action fiche (Ref. T05-EUTF-NOA-EG-01), i.e. “to address the root causes of irregular migration”. With a planned three-year duration, the action aims at enhancing economic and equal opportunities, in particular for vulnerable groups by improving the quality of the Technical and Vocational Education and Training (TVET) system in Egypt.

The Action identified Sharkeya Governorate as its target area in consultation with local authorities. Sharkeya –is indeed one of the Governorates in Egypt that boast the largest number of Egyptian youth who wish to leave Egypt and illegally migrate to other countries. Secondly, the 10th of Ramadan Industrial Zone resulted being the most relevant intervention area due to the presence of a dynamic Egyptian and non-Egyptian industrial force on which the creation of a high-level and market-oriented TVET Centre can have the major impact. This area hosts the 10th of Ramadan Training Centre belonging to MoTI’s Productivity and Vocational Training Department (PVDT) that will be the target of the activities. This Technical School was chosen during the formulation phase by AICS Cairo together with the local authorities.

The Implementation of the activities will be assigned to a TVET provider already operating in the country with an extensive experience in delivering innovative and alternative TVET, to be selected through a call for proposal. The Italian Agency for Development Cooperation (AICS) - Cairo Office will work in close cooperation with the Ministry of Education and Technical Education (MoETE) and the Ministry of Industry and Trade (MoTI), namely the Productivity and Vocational Training Department (PVDT), as the main national entities mandated in the area of TVET.

**TERMS OF REFERENCE**

**Duty station:** Cairo with short-term missions in the area of interventions.

**Contract and Remuneration:** Contract based on the Egyptian Law and remuneration up to available budget.

**Duration:** 12 months – including a two -month probation period – with possible extension, subject to needs, availability of funds and satisfactory performance.

**Expected start date of employment:** April/May 2021.

**1. KEY FUNCTIONS**

The Secretary/Clerk (local staff) is responsible to implement clerical and secretarial related activities (including maintain and update in both digital and hard-copy the archive of the Programme). He / She will report to the Team Leader and to the Financial and Administrative Officer.

In particular, the Secretary/Clerk will:

- Scan and digitalized documents of the Programme;
- Maintain and update in both digital and hard-copy the archive of the Programme.
- Provide documents upon request of concerned staff;
- Formatting and proofreading documents, letters, etc.;
- Be responsible for the transmission of document (both in hard-copy and digital) to third parties;
- Carry out administrative related tasks under the supervision of the Financial and Administrative Officer (including time-sheet recording; per diem recording; assistance in accounting; etc.)
- Organize appointments and take messages;
- Organize and servicing meetings (producing agendas and taking minutes);
- Handle correspondence;
- Coordinate mail-shots and similar publicity tasks;
- Perform other relevant activities as required.



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**Prohibition to engage in other activities:** The selected candidate must not have carried out, during the last three years, any business activity in the country of service, or be in a situation of conflict, even potential, of interests that undermine the impartial exercise of the functions, as provided for in Article 53 of Legislative Decree no. 165 of 2001, referred to in Law No. 190 of 2012 and by the Code of Ethics and Conduct of AICS. The Administration reserves the right to verify, under penalty of exclusion, the compliance of what has been declared in this regard by the selected candidate.

## **2. REQUIREMENTS**

### **2.1. Essential Requirements:**

Candidates will be considered eligible for selection on the basis of the following essential requirements, to be fulfilled by the deadline for applications:

1. Age not exceeding (at the time of signing the contract) that required for retirement by local regulations (60 years), or by Italian regulations (ref. Law 398/87) for candidates subject to the Italian social security system (67 years);
2. Medically fit for employment;
3. Bachelor university degree in business administration, accounting, communication, journalism, marketing, media, or related fields (level 6 European Qualification Framework EQF). Other degrees of the same level may be taken into consideration if accompanied by sector-specific experience;
4. At least 4 years of post-graduate working experience in management and management support related activities;
5. Proficient English user (C2 Level - Common European Framework of Reference);
6. Proficient in written and spoken Arabic (C1 Level - Common European Framework of Reference);
7. Proficiency in the use of Microsoft Office applications;
8. Not having sustained, in the three-year period preceding the date of expiry of the notice, an assessment of insufficiency in the assessment of work done/performed in the context of employment contracts signed with AICS offices other than Cairo.

### **2.2. Preferred requirements:**

The following will constitute the preferred qualification for the position:

1. Post-graduate diplomas (University Master, PhD or other Higher Education Courses recognized in the sector of interest) additional to the minimum requirements indicated in point 2.1.3 above;
2. Basic Italian user (A1 Level - Common European Framework of Reference);
3. Post-graduate working within the international development cooperation sector with support related functions;
4. Previous working experience at the Directorate General for Development Cooperation and/or at the Italian Agency for Development Cooperation.
5. Previous experience within EU and / or EU-funded projects, including knowledge of EU rules and regulations in relation to account recording, visibility and project implementation;
6. Similar professional experience carried out in the country indicated in this vacancy notice;
7. Previous experience in contract management (procurement and administration).

Before submitting their application, candidates should assess whether they fulfil all the essential requirements specified in this vacancy notice. Professional experiences indicated in the curriculum vitae are accounted only from the time the candidate obtained the degree required for the position. Start and end dates of all previous positions and indication on whether they were full- or part-time should be clearly stated in the curriculum vitae. Details of any professional experience, training, research, or studies must be provided in the application. Upon request, candidates must be able to provide supporting documentation clearly indicating the duration and nature of those experiences.



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### **3. HOW TO APPLY**

The applications must include:

1. Signed Legally Binding Statement (according to art. 46 of Italian D.P.R. 28.12.2000 n. 445) – as per the attached template.
2. Dated and signed Curriculum vitae in English (Europass format), including authorization to process personal data;
3. Dated and signed motivation letter in English;
4. Copy of valid passport.

Any false declaration will incur on penal sanctions according to article 76 of Italian D.P.R. n. 445 of 28.12.2000, as subsequently amended and supplemented, facing immediate termination of employment and loss of any wrongfully obtained benefit.

The applicants shall also provide a telephone number and an email address for communications and must notify AICS Cairo of any change occurred after the submission of the application.

The applications duly dated and signed, and in non-editable pdf. format, should be submitted to the following email address: [segreteria.ilcairo@aics.gov.it](mailto:segreteria.ilcairo@aics.gov.it) by 9 April 2021 at 11.00 am (Cairo time). The subject of the email must contain the vacancy announcement reference NO. 08/EG/2021. Please note that only complete applications (including documents 1, 2, 3, and 4) received within the deadline will be accepted and considered.

We encourage applicants to submit the application well before the deadline date, since heavy internet traffic or connection problems could lead to difficulties in submission. AICS cannot be held responsible for any delay due to such difficulties.

### **4. EXCLUSION FROM SELECTION PROCEDURES**

The following will determine exclusion from the selection procedure:

- a. Applications lacking any of the essential eligibility requirements;
- b. Application received after the deadline stated in this announcement and using forms others than those provided for in this announcement;
- c. Application documents not signed.

### **5. EVALUATION OF APPLICATIONS**

Once the terms of validity of the notice have elapsed, the Head of AICS Office in Cairo assesses the admissibility of the applications regarding the presence of the essential requirements and the absence of causes for exclusion. The exclusion is communicated to the candidates concerned.

Subsequently, the Head of AICS Office appoints a selection committee composed of three members, who meet the requirements for autonomy and impartiality with respect to the candidates. The committee assesses the merits of the applications by assigning a maximum overall score of 100 points according to the following criteria:

#### QUALIFICATIONS (Max 70 points)

Assessment of education, competences and professional experience, and possession of preferred requirements as indicated in the documentation submitted by the candidate, will be carried out according to the below parameters.

#### Education - up to 10 points:

- 6 points for the education qualification requested – ref. 2.1.3.
- 2 points for each preferred qualification for a max. 4 points - ref. 2.2.1.



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Language skills - up to 10 points:

- 4 points for C2 – ref.2.1.6.
- 3 points for C1, 4 points for levels above C1 – ref.2.1.7.
- 2 point for Basic Italian user (A1 Level - Common European Framework of Reference) - ref. 2.2.2.

Professional experience – up to 30

- 20 points for at least 48 months of post-graduate working experience in management and management support related activities, 2 points for each semester after 48 months for a max. of 10 points - ref.2.1.4.

Assessment of preferred requirements – up to 20 points

- 10 points for at least 12 months of post-graduate professional experience working within the international development cooperation sector with support related functions; 2 points for each semester after 12 months for a max. of 4 points - ref.2.2.3.
- 1 point for each year of professional experience at the Directorate General for Cooperation at Development and / or the Italian Agency for Development Cooperation for a max of 2 points - ref.2.2.4.
- 1 point for each year of previous experience within EU and / or EU-funded projects, including knowledge of EU rules and regulations in relation to account recording, visibility and project implementation for a maximum of 2 points – ref.2.2.5.
- 1 point for each year of previous experience in in contract management (procurement and administration) for a max. of 2 points ref - 2.2.6.

INTERVIEW (Max 30 points)

Only candidates scoring minimum 40 points under “Education/Language skills/Professional experience” will be included in the shortlist and invited for an interview. However, the committee reserves the right to invite for an interview only the first 3 candidates according to the provisional ranking list. The interview takes place via video conference (e.g. Skype). The interview shall be held in the languages indicated in the call for applications and shall assess the applicant’s knowledge and experience, his or her ability to carry out the task in question, the language skills required and any other skills deemed necessary to assess the candidate’s profile in relation to the post to be filled. The interview notice is sent by e-mail to the address indicated by the candidate at the time of application. Applicants shall not be entitled to reimbursement of any costs incurred in connection with the interview.

Final scoring

Candidates scoring at least 60 points at the end of the process will be included in the final list of retained candidates (valid for the duration of the Programme).

## **6. RESULTS OF THE SELECTION**

Only the short-listed candidates for interview will be informed via of the results of the selection process. The candidate with the highest score in the final list is offered the position via email. The final list remains valid for the whole duration of the Programme. In case of a decline by the selected candidate or an early termination of the contract, the office reserves the right to appoint another candidate from the final list - if the necessary financial resources are available. In the event of equal scoring, the youngest candidate will be preferred. The ranking list is published on AICS and AICS Cairo Office websites.

Due to essential service reasons, the candidate with the highest score in the final list must be able to take up service in Cairo not later than 1 month from the publication of the ranking on AICS websites. In case of unavailability of the selected candidate to start service in Cairo within said timeframe, the office reserves the right to appoint another candidate from the final list.



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## **7. PROTECTION OF PRIVACY**

The submission of applications by a candidate implies consent to the processing of their personal data, including sensitive data, by personnel assigned to the custody and storage of applications and to their use for the purpose of the selection process. The head of AICS Cairo office is responsible in relation to personal data handling.

## **8. SUSPENSION AND PROTECTION CLAUSES**

AICS reserves the right to cancel or delay the recruitment process at any stage and at its own discretion.

Head of AICS Cairo  
Martino Melli

Cairo, 18.03.2021

